

**Solicitation Number: 05-0001-04**  
**Engineering, Materials, and Physical Sciences Office**  
**Technical and Programmatic Support Service for the**  
**Office of Naval Research for the Code 33**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 - Technical/Program/Engineering Support Services are due by 2:00 PM (local), 6 December 2004.

## **1.0 Background**

The Engineering, Materials, and Physical Sciences Department (Code 33) at the Office of Naval Research is conducting development and demonstration of advanced technologies for future high speed naval ships, including advanced hull forms, ride control and propulsion systems, drag reduction, and advanced mechanical and electrical systems. For more information on the Engineering, Materials, and Physical Sciences Department, visit: [http://www.onr.navy.mil/sci\\_tech/engineering/](http://www.onr.navy.mil/sci_tech/engineering/)

## **2.0 Statement of Work**

### **2.1 Scope**

The contractor shall provide technical, administrative, and program management support to the Sea Flyer, V-ALT, ACES FNC, and other advanced ship and electric technology demonstration programs.

### **2.2 Task Requirements**

The contractor shall be responsible for the following tasks:

1. Review industrial technology, concepts, programs, and investments in areas related to ONR 33 programs.
2. Provide technology area expert advice in the following areas:
  - Demonstrator ship design and construction (new ships).
  - Demonstrator ship repair and conversion (existing platforms).
  - Advanced hull forms and drag reduction technology.
  - High speed ship propulsion equipment (mechanical drive).
  - Advanced electrical power systems and components
  - Mission modularity and payloads relevant to the Littoral Combat Ship.

- Seabasing
- 3. Aid in the development of program planning documentation including execution plans, test plans, and ship characteristics documents.
- 4. Develop technology transition agreements for advanced ship technologies.
- 5. Assist in conduct of technology readiness assessments.
- 6. Assist in preparing briefing materials.
- 7. Assist in development of FNC monthly reports.
- 8. Plan and conduct program reviews, conferences, seminars, and trade shows, as necessary.
- 9. Review and comment on program management goals, objectives, and results.
- 10. Attend program, preliminary design, critical design, and key demonstration and testing events and reviews as necessary.
- 11. Prepare program status reports and after action reports following major program reviews or key events.
- 12. Draft responses to internal and external communiqués on programmatic and technical issues as necessary.

## **2.3 Reports Data and Other Deliverables**

The contractor is required to provide the following:

[except as noted, electronic submission in Word, PowerPoint, or .pdf format is preferred, either by e-mail or on disk.]

2.3.1 Monthly Progress Report – Shall include a list of level of effort and work accomplished during the reporting period and a forecast of the work products that would be produced in the coming month. Report shall include any and all activities and results achieved in Tasks 1 & 2 during the reporting month. Report shall also include contract task financial status. Reports are due within seven working days after the close of each month.

2.3.2 Event Reports & Meeting Minutes - Meeting minutes, program status reports, after action reports, program review reports, and reports on key events shall be submitted within seven working days after completion of the event.

2.3.3 Presentations – The contractor shall provide for review, a preliminary electronic copy of any presentation material to ONR 33 for changes and/or comments and shall provide an electronic copy (and hard copies if requested) of final presentation material in sufficient time to support the meeting or event for which the material is being prepared.

2.3.4 Technical Reports – For major efforts undertaken within Task 2, as requested by ONR 33, the contractor shall prepare a detailed technical report including technical background and references, calculations or analysis conducted, and conclusions and recommendations. A preliminary copy of the report shall be submitted concurrent with the conclusion of the effort, and a final report shall be submitted within thirty days of receipt of comments from ONR 33.

2.3.5 Annual Report – Shall include a short summary of all efforts performed during the year in format satisfactory for ONR 33's annual reporting requirements.

## **3.0 Personnel Requirements**

### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Senior Program Manager or Equivalent: Should have a B.S degree from an accredited college or university and 25 years of experience, or a M.S. from an accredited college or university and 20 Years experience, or a Ph.D. degree and 15 years experience in managing and performing major Navy ship-related programs, including ship design, construction, and repair.

3.1.3 Senior Naval Architect/Engineer/Scientist or Equivalent: Should have a Ph.D. degree in engineering or science from an accredited university and five years experience, or a degree in a technical field from an accredited university with significant R&D and/or shipbuilding and repair experience and ten years recent and specialized experience in a related discipline.

3.1.4 Desktop Publishing Specialist or Equivalent: Should have 10 years experience with word processing, graphics, and related software packages. Experience creating presentations for direct viewing from the PC and for viewgraph presentation required. The candidate should have excellent skills in graphics and creation of artwork to explain new technologies and concepts.

## 3.2 **Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and two twelve-month option periods have been defined.

3.2.2 Base Period: The base period of performance will be from date of award through twelve months. The level of effort anticipated for this period is approximately 3.4 man-years at an average rate of approximately 558 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Program Manager	500
Senior Engineer/Scientist	6,000
Desktop Publishing Specialist	200

NOTE: 2,000 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.4 Option Periods: Each of the two option periods will have a period of performance beginning the date of award through twelve months. The level of effort anticipated for each of the option periods is approximately 3.4 man-years at an average rate of approximately 558 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Senior Program Manager	500
Senior Engineer/Scientist	6,000
Desktop Publishing Specialist	200

NOTE: 2,000 hours is equivalent to one (1) man-year

## **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** The Base period of performance will be twelve months from the time of task order award. The period of performance for each of the two Options will be twelve months.

### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed \$30,000 per year.

**4.3.1 Travel and Per Diem** - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem)** - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified.

**4.4 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer Representative (COR).

**4.4.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be at the contractor's place of business. If work at Government provided facilities is dictated by the tasks being performed, these facilities will be provided at the Office of Naval Research, or another location in the Washington DC area. Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. The office is within walking distance of the Ballston and GMU/Virginia Square metro stations. Basic facilities such as

work space and its associated operating requirements (i.e., phones, desks, utilities, consumable, and general-purpose office supplies) will be provided while working in Government facilities.

**4.4.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.4.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.4.4 Equipment:** With the exception to the basic facility items noted Subsection 4.1.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>."

**4.5 Place of Performance:** Work may be performed at the Contractor's facility or at Government facilities as required by the task. It is anticipated that roughly two thirds of the work will be conducted on-site at ONR or other government facilities.

**4.6 Subcontracts/Consultants:** Contractor may request, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.7 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. The Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will have access to sensitive data or records. As such, it will be necessary for proposed Contractor personnel to execute Nondisclosure Agreements (NDAs). All contractor personnel working under this Task Order will be required to sign an NDA provided by ONR . The NDA must be signed by both the employee and the employer and must be received by the Contracting Officer before the employee begins working under this Order. This requirement applies to prime contractor personnel, subcontract personnel, and consultants working under this Order. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

#### **4.8 Organizational Conflict of Interest**

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the

performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under Code 33, Engineering, Materials, and Physical Sciences Office, research programs in the technical areas noted in Section 2.2.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources,



publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Completed and Signed Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research (Enclosed as Attachment A). See 4.7(c) above.

**5.3 Proposal Submission:** The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 6 December 2004. Proposals can be:

- (a) E-Mailed to Susan Parrott at [susan\\_parrott@onr.navy.mil](mailto:susan_parrott@onr.navy.mil)
- (b) Sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Susan Parrott  
800 North Quincy Street, Code 254  
Arlington, VA 22217-5660  
Ref: 05-0001-04

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the

Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

#### Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

#### Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The

anticipated award date of this order is on or around 10 January 2005. The anticipated start date for this order will 10 January 2005.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

**9.0 Point of Contact:** The Point of Contact for this solicitation is:

Susan Parrott  
Contract Specialist  
Office of Naval Research  
BCT 1, Room 720  
800 N. Quincy Street  
Arlington, VA 22217-5660  
Phone Number: (703) 696-1356  
Fax Number: (703) 696-0993  
Email: susan\_parrott@onr.navy.mil

## **Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of \_\_\_\_\_.  
as follows:

### **BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. Under this effort, the scope and tasks include but are not limited to the following:
  13. Review industrial technology, concepts, programs, and investments in areas related to ONR 33 programs.
  14. Provide technology area expert advice in the following areas:
    - Demonstrator ship design and construction (new ships).
    - Demonstrator ship repair and conversion (existing platforms).
    - Advanced hull forms and drag reduction technology.
    - High speed ship propulsion equipment (mechanical drive).
    - Advanced electrical power systems and components
    - Mission modularity and payloads relevant to the Littoral Combat Ship.
    - Seabasing
  15. Aid in the development of program planning documentation including execution plans, test plans, and ship characteristics documents.
  16. Develop technology transition agreements for advanced ship technologies.
  17. Assist in conduct of technology readiness assessments.
  18. Assist in preparing briefing materials.
  19. Assist in development of FNC monthly reports.
  20. Plan and conduct program reviews, conferences, seminars, and trade shows, as necessary.
  21. Review and comment on program management goals, objectives, and results.
  22. Attend program, preliminary design, critical design, and key demonstration and testing events and reviews as necessary.
  23. Prepare program status reports and after action reports following major program reviews or key events.
  24. Draft responses to internal and external communiqués on programmatic and technical issues as necessary.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed

## Attachment A

by or on behalf of the Government in connection with the accomplishment of ONR's mission.

### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files